



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	October 8, 2015	Closing Date:	October 22, 2015
Job Title:	Civil/Support Assistant	Position Type:	Regular Full Time
PIN:	n16146	FLSA Status:	Non –Exempt
Location:	Circuit Court for Charles County LaPlata, Maryland	Grade/Salary:	J6 \$30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: This is specialized work in the Clerk's Office of the Circuit Court for Charles County. Processes and maintains court files in the various sections of the Circuit Court Clerk's office. This position involves extensive contact both by telephone and in person with judges, attorneys, employees of court-related agencies, and with members of the general public. The duties of this position may include reviewing pleadings and typing docket information about the status of cases or about Clerk's office procedures. The successful candidate will be required to operate a personal computer and a variety of other office machines including a cash register and photocopier. Be expected to cross train and assist in other sections of the Circuit Court Clerk's office.

Education: High School Diploma or GED

Experience: One year of related experience

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret comments and notations and record essential information. Ability to set priorities and process multiple duties and responsibilities. Ability to apply job related codes, policies, procedures, rules, regulations and laws as required. Must be able to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing and alphanumeric data entry test not to exceed 5 minutes. Ability to perform basic mathematical calculations. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Charles County
Sharon L. Hancock, Clerk of Court
P.O. Box 970
La Plata, MD 20646

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. The Maryland Judiciary does not discriminate against an applicant because of an individual's race, color, religion, sex, sexual orientation, pregnancy, national origin, age, disability, or genetic information. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.